

JOB DESCRIPTION
San Diego County Office of Education

Program Specialist, English Language Development

Purpose Statement

The job of Program Specialist, English Language Development is done for the purpose/s of coordinating an assigned program and related activities for increasing academic achievement for all students, with emphasis on English Learners for; providing information to others; and implementing and maintaining services within established guidelines and standards.

Essential Functions

- Assists in researching, writing and presenting grant information for the purpose of securing alternative funding.
- Assists in presenting information to School Districts and SDCOE (e.g. program offerings, funding status, participation levels, etc.) for the purpose of promoting program, gaining feedback and complying with established internal controls.
- Collaborates with others (e.g. district personnel, other district personnel, community organizations, etc.) for the purpose of implementing and maintaining services and/or programs.
- Coordinates with district and building administrators, a variety of committees, etc. for the purpose of serving as a liaison and resource, identifying training needs and/or coordinating ELD within the District.
- Coordinates program components, support needs and materials (e.g. negotiating contracts with vendors, reserving space, etc.) for the purpose of meeting District and/or grant/program guidelines.
- Maintains a variety of manual and electronic files and/or records (e.g. working with school districts in the County, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Maintains a variety of reports (e.g. master schedules providing effective student support and provide students with access to core instruction with focus on long-term English learners, etc.) for the purpose of ensuring districts are complying with SDCOE and/or grant/program requirements.
- Monitors English Language Development (e.g. consultants course outcomes, training staff, etc.) for the purpose of ensuring that performance outcomes are achieved within budget, department, and district objectives.
- Monitors and supports the implementation of courses of study and pacing guides for the purpose of ensuring district guidelines are implemented.
- Participates in meetings, workshops, trainings, and seminars (e.g. supporting school districts, etc.) for the purpose of conveying and/or gathering information required to perform functions.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing conflict resolution techniques; operating standard office equipment including pertinent software applications; planning and managing projects; and preparing and maintaining accurate records; applying assessment instruments; classifying data and/or information; comparing results; conducting meetings; counseling and mentoring employees; facilitating meetings.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; grant administration; community resources; district policies and procedures; and issues relating to at-risk youth; restorative justice, PBIS, LEC, CLAD/BCLAD, trauma informed; assessment instruments and techniques; business telephone etiquette; codes/laws/rules/regulations/policies; stages of child development.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with constant interruptions; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations.

Experience: Job related experience within a specialized field is required.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing

Certificates

Administrators Credential

English Learner authorization
Driver's License & Evidence of
Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background
Clearance
Drug Test
Proof of physical examination including TB
Screen

FLSA Status: Exempt

Salary Range: Certificated Management Grade 38

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